

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION		Division of Compensatory, Urban, and Supplementary Programs
AGENCY		DIVISION
Item No.	Description	Retention
1	<p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of all records necessary to conduct the business of the Division of Compensatory, Urban and Supplementary Programs where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following are records currently included in this category:</p> <p>Administrative and Supervisory Interest Survey - Supplemental Information Sheet</p>	<p>RETAIN THREE (3) YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>
2	<p>RECORDS MAINTAINED BY THE DIVISION OF COMPENSATORY, URBAN AND SUPPLEMENTARY PROGRAMS WHOSE RETENTION IS BASED ON REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCIES</p> <p>This series composes all records necessary to conduct the business of the Division of Compensatory, Urban and Supplementary Programs where the requirements and use of those records are defined and governed by some organization outside the legal or administrative jurisdiction of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>a. ESEA Title I School Comparability Report</p> <p>b. Application for Grant to Meet the Special Educational Needs of Educationally Deprived Children</p> <p>c. Project Amendment Application</p>	<p>FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT OR OTHER AGENCY AS APPROPRIATE AND FURTHER, IN ACCORDANCE WITH MARYLAND STATE REQUIREMENTS NO RECORDS CAN BE DESTROYED IN LESS THAN THREE YEARS</p>

Schedule approved by Department, Agency or Division Representative

Dorothy Williams
Signature

Assistant State Superintendent in
Division of Compensatory, Urban, and
Supplementary Title Programs

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5-28-76 *Edward C. Papenfuss*
Date Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item	Description	Retention
2	<p>(continued)</p> <ul style="list-style-type: none"> d. Project Financial Status Report Due Dates 07/15, 10/15, 01/15, and 04/15 e. ESEA Title III Statistical Data f. Summary - Status Report g. Application for Grant (Neglected or Delinquent Children) h. Annual Survey of Children in Institutions, Operated or Supported by State Agency, for Neglected or Delinquent Children Under ESEA, Title I i. Annual Survey of Children in Local Institutions for Neglected or Delinquent Children or in Correctional Institutions under ESEA, Title I j. Application for Program Grant (Migratory Children) k. Project Summary (Migratory Children) 	